



Gary Penrod, Sheriff

San Bernardino County Sheriff's Court Services Division CIVIL PROCESS INSTRUCTIONS



East and West Valley Region 157 W. 5th Street, 3rd Floor San Bernardino, CA 92415 Bus No. (909) 387-5700 Fax No. (909) 387-5630

Rancho Court Services 8303 Haven Avenue, 3rd Floor Rancho Cucamonga, CA 91730 Bus. No. (909) 945-4440 Fax No. (909) 948-4577

Desert and Mountain Region 14455 Civic Drive Victorville, CA 92392 Bus No. (760) 243-8756 Fax No. (760) 243-8936

Needles Court Services 1111 Bailey Avenue Needles, CA 92363 Bus No. (760) 326-9225 Fax No. (760) 326-9239

Plaintiff/Petitioner Vs. Defendant/Respondent Case No. Next Court Date

TYPE OF PROCESS:

- TRO-DV (see required documents)
TRO - Civil Harassment (see required documents)
Order After Hearing
Summons & Complaint Unlawful Detainer w/ Prejudgment
Writ of Execution- Bank Levy Till Tap Keeper
Writ of Possession (Eviction)
Order of Examination
Subpoena (Criminal)
Civil Bench Warrant

Other:

SUBSTITUTE SERVICE IS AUTHORIZED PURSUANT TO SECTION 415.20 (ADDITIONAL COPY OF PROCESS REQUIRED FOR MAILING.)

BY AUTHORITY OF THE ACCOMPANYING WRIT OR CIVIL PROCESS, YOU ARE HEREBY INSTRUCTED TO PERFORM THE FOLLOWING:

SERVE / LEVY ON: (Name of Defendant or Business):

ADDRESS: (Detailed directions and property description are required for rural areas)

ANY ADDITIONAL INFO:

PREFERRED TIME FOR SERVICE:

TYPE OF VEHICLE DEFENDANT DRIVES:

PHYSICAL DESCRIPTION OF PERSON:

Male Female Age DOB Height Weight Race Hair Scars/Marks/Tattoos

ATTORNEY OR PLAINTIFF'S INFORMATION: (NO REFUNDS AFTER PROCESSING)

Signature (or authorized agent)

Mailing Address

Print Name

City /State/Zip

Date

Daytime Phone Number



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TEMPORARY RESTRAINING ORDER - DOMESTIC VIOLENCE *(Bold Print Indicates Mandatory Required Forms)*

- DV-100 Request for Order (Domestic Violence Prevention)**
- DV-101 Description of Abuse (Domestic Violence Prevention)
- DV-105 Child Custody, Visitation & Support (Domestic Violence Prevention)
- DV-108 Request for Order: No Travel with Children (Domestic Violence Prevention)
- DV-110 Temporary Restraining Order (CLETS) (Domestic Violence Prevention)**
- DV-120 Answer to Temporary Restraining Order (Domestic Violence Prevention)**
- DV-125 Reissue Temporary Restraining Order (Domestic Violence Prevention)
- DV-130 Restraining Order After Hearing (CLETS) (Domestic Violence Prevention)
- DV-140 Child Custody and Visitation Order (Domestic Violence Prevention)
- DV-145 Order: No Travel with Children (Domestic Violence Prevention)
- DV-150 Supervised Visitation Order (Domestic Violence Prevention)
- DV-160 Child Support Order (Domestic Violence Prevention)
- DV-170 Other Orders (Domestic Violence Prevention)
- DV-290 Request & Order for Free Service of Restraining Order (Domestic Violence or Civil Harassment)**
- DV-500 Can a Domestic Violence Restraining Order Help Me? (Domestic Violence Prevention)
- DV-540 Information for the Restrained Person (Domestic Violence Prevention)
- DV-550 Get Ready for Your Hearing (For Restrained Person) (Domestic Violence Prevention)
- DV-800 Proof of Firearms Turned In or Sold (Domestic Violence Prevention)
- DV-810 What Do I Do With My Gun or Firearm? (Domestic Violence Prevention)
- FL-150/FL-155 Financial Forms
- Certificate of Assignment

CIVIL HARASSMENT *(Bold Print Indicates Mandatory Required Forms)*

- CH-100 Request for Orders to Stop Harassment (Civil Harassment)**
- CH-101 Request and Order for Free Service of Restraining Order (Domestic Violence or Civil Harassment)**
- CH-110 Answer to Request for Orders to Stop Harassment (Civil Harassment) – Blank**
- CH-120 Notice of Hearing and Temporary Restraining Order (CLETS) (Civil Harassment)**
- CH-125 Reissue Temporary Restraining Order (Civil Harassment)
- CH-130 Proof of Personal Service (Civil Harassment)
- CH-131 Proof of Service by Mail (Civil Harassment)
- CH-135 What is Proof of Service? (Civil Harassment)
- CH-140 Restraining Order After Hearing to Stop Harassment (CLETS) (Civil Harassment)
- CH-145 Proof of Firearms Turned In or Sold (Civil Harassment)
- CH-150 Instructions for Lawsuits to Prohibit Civil Harassment
- CH-151 How Can I Answer a Request for Orders to Stop Harassment? (Civil Harassment)
- Certificate of Assignment